

U.S. Environmental Protection Agency Central Data Exchange

User Manual for OTAQ Registration Version 1.0



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Compliance and Innovative Strategies Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

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Chapter 1. User Manual for OTAQ Registration

In accordance with the Federal Clean Air Act (CAA), EPA establishes fuel quality standards to help protect public health and the environment from harmful gas and particulate matter emissions from motor vehicles and engines. The Central Data Exchange (CDX) is the system that EPA has provided to all its Program Offices to standardize and centralize all the reporting functions and data submissions that are required of the various industries and communities, which are regulated by EPA.

OTAQ has developed the DC Fuels online application to assist the fuel manufacturing community to more easily comply with reporting requirements by completing them online. The OTAQ Registration online application was developed to assist in this effort by allowing users, companies, and facilities to enter and maintain certain required information concerning them.

This is the User Guide for the OTAQ Registration online application.

1.1 Support

CDX maintains a Help Desk for the use of registered users of CDX and those who are in process of registering for CDX. They can assist you with getting your account set up initially (including the necessary permissions to use OTAQ DC Fuels and OTAQ Registration), and assist you with obtaining a Digital Certificate (if you will be submitting information to DC Fuels).

Additionally, there is a Help Desk specifically for OTAQ DC Fuels and OTAQ Registration, intended to assist existing registered users of these two systems who have questions or difficulties using them.

There are three support options available for general and technical questions related to the Central Data Exchange (CDX):

- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 a.m. - 6:00 p.m. (EST). Call our toll-free line at 888.890.1995 and select Option 5.
- E-mail - Send an e-mail to Technical Support at epacdx@csc.com with "OTAQ Fuel Tech Support" listed in the subject line.
- Fax - Assistance requests are accepted 24/7 at 301.429.3905. Support personnel will respond to faxed requests Monday - Friday from 8:00 a.m. - 6:00 p.m. (Eastern).

There are two support options available for technical questions related to OTAQ DC Fuels and OTAQ Registration:

- Telephone - Person-to-person telephone support is available from the Verify/OTAQ Help Desk 9:00 a.m. - 6:00 p.m. (Eastern). Call our toll-free line at 888.890.1995 and select Option 4.
- E-mail - Send an e-mail to the Verify/OTAQ Help Desk at verifyhelp@csc.com.

If you have questions about the content, formats, or policies for OTAQ Fuel Submissions information, contact EPA at 202.343.9755. You may also find the answer to your question at the OTAQ FAQ Pages at <http://fuelsprograms.custhelp.com>.

Any suggestions for enhancements to the OTAQ Fuel System or OTAQ Registration direct to christian.scott@epa.gov.

Chapter 2. User Registration for CDX

OTAQ Registration is an 'Open Registration' system within CDX. What that means is that you can register yourself for this application without first having to submit any paperwork or coordinate with any external entities. If you already have an account on CDX, please skip to section 2.3 on page 2-10.

2.1 Obtaining a CDX User Account

The first step is to navigate to the CDX system itself. This is found at: http://cdx.epa.gov/epa_home.asp. This page is shown in Figure 1.

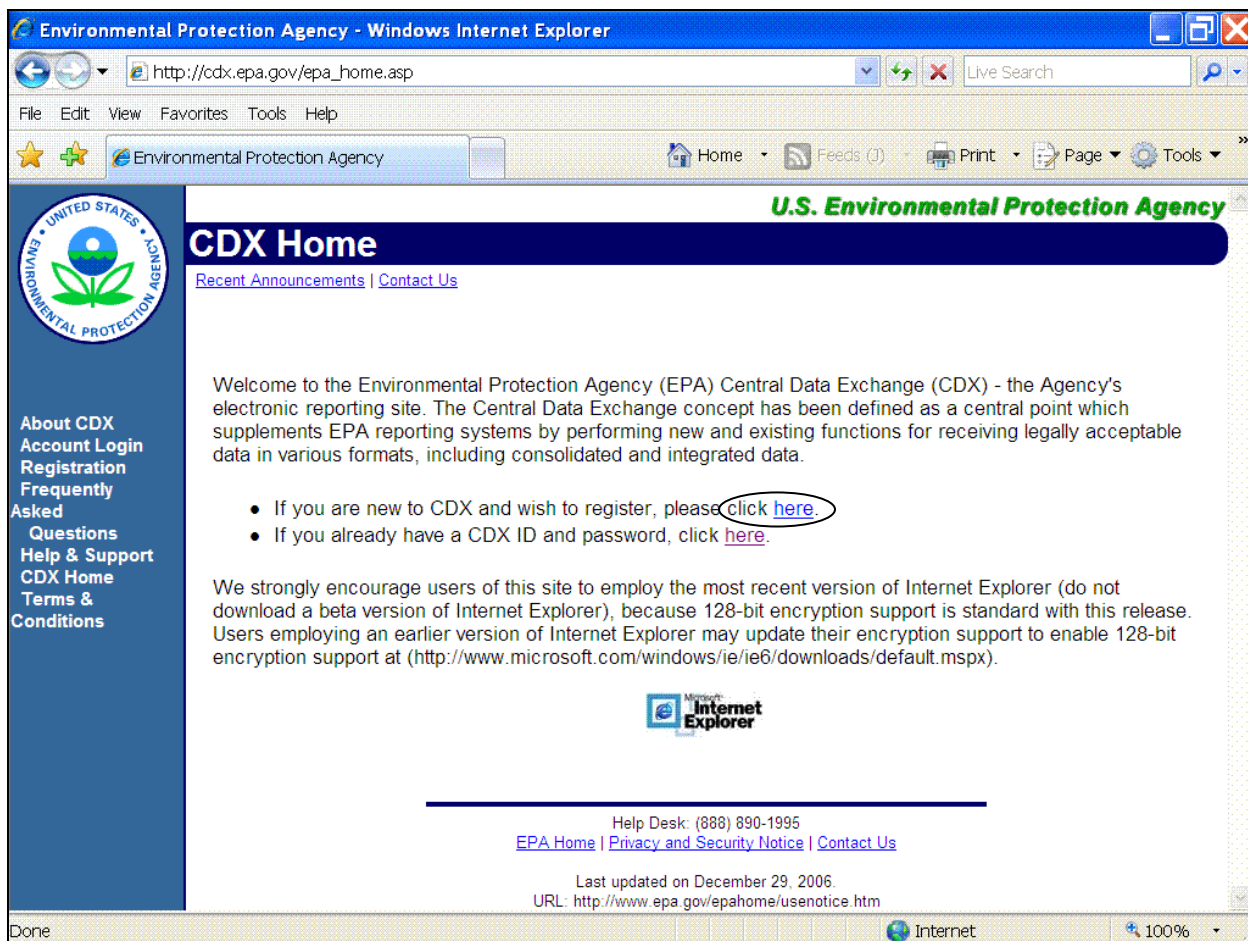


Figure 1. CDX Home Page

Click the word 'here' on the first line – 'If you are new to CDX and wish to register'. This will take you to the Registration Warning Page, shown in Figure 2.

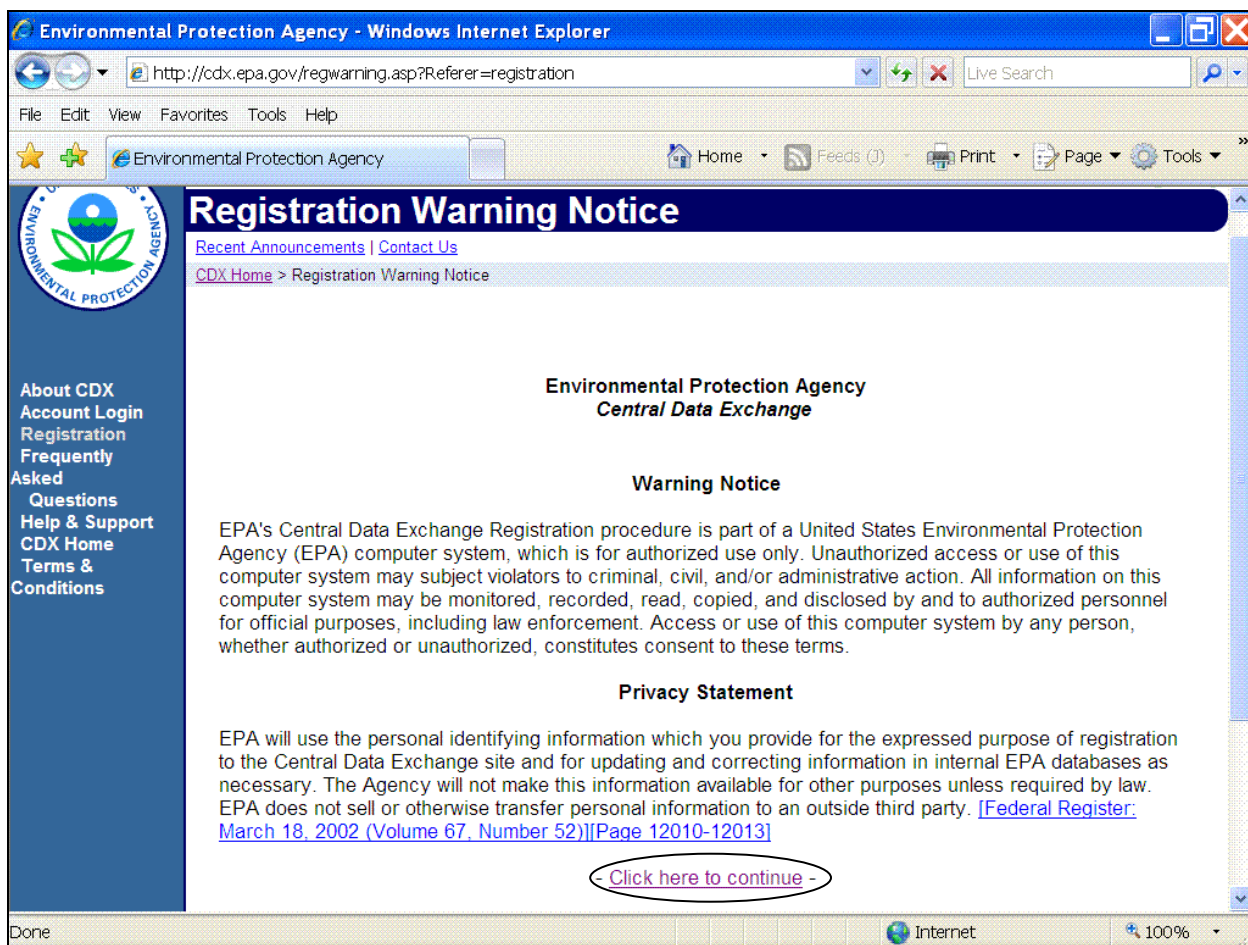
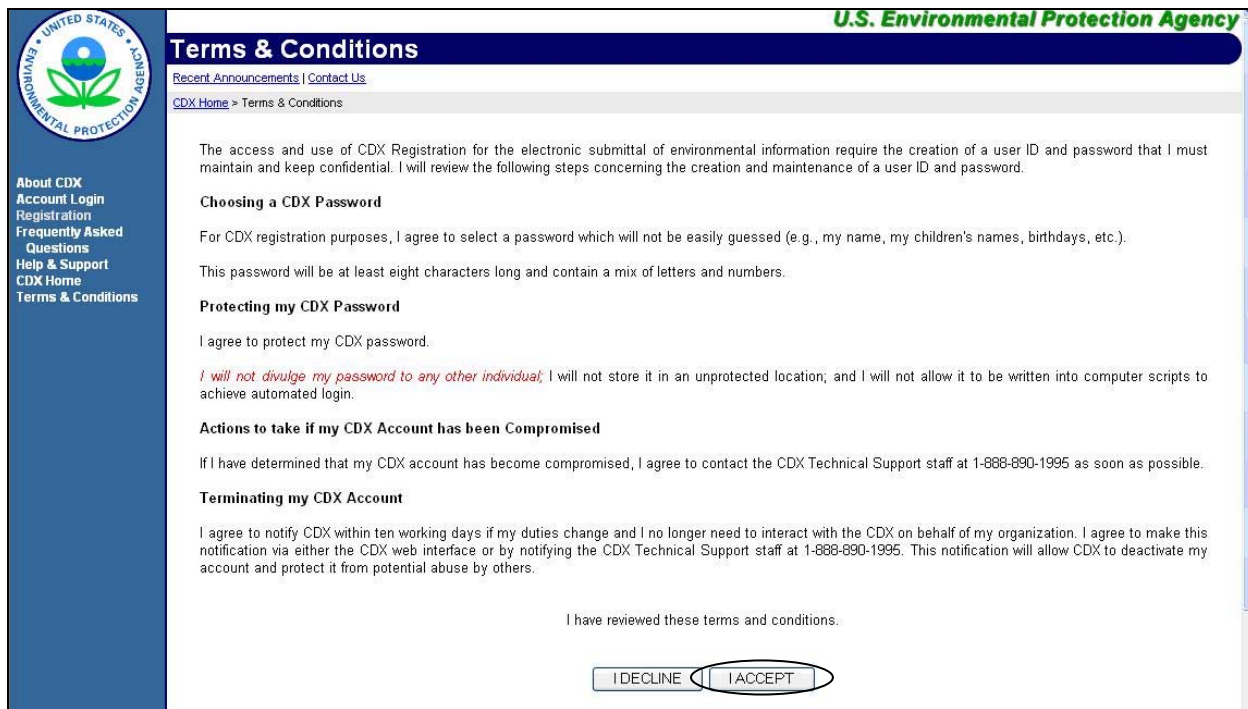


Figure 2. Registration Warning Page

After reading the warning page, click on 'Click here to continue'. This will take you to the Terms & Conditions page, shown in Figure 3.



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Terms & Conditions

[Recent Announcements](#) | [Contact Us](#)

[CDX Home](#) > Terms & Conditions

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Choosing a CDX Password

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).

This password will be at least eight characters long and contain a mix of letters and numbers.

Protecting my CDX Password

I agree to protect my CDX password.

I will not divulge my password to any other individual; I will not store it in an unprotected location; and I will not allow it to be written into computer scripts to achieve automated login.

Actions to take if my CDX Account has been Compromised

If I have determined that my CDX account has become compromised, I agree to contact the CDX Technical Support staff at 1-888-890-1995 as soon as possible.

Terminating my CDX Account

I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification via either the CDX web interface or by notifying the CDX Technical Support staff at 1-888-890-1995. This notification will allow CDX to deactivate my account and protect it from potential abuse by others.

I have reviewed these terms and conditions.

Figure 3. Terms & Conditions

Carefully read the CDX Terms & Conditions and print a copy for your records. Click on the <I Accept> button at the bottom of the "Terms & Conditions" screen to continue. The first of two Registration pages will be displayed. See Figure 4 below. Fill out the requested information.

Registration

[Recent Announcements](#) | [Contact Us](#)

[CDX Home](#) > Registration

CDX Registration: User Information

Please verify the information in your user profile. Use the TAB key to move from field to field. *
= REQUIRED FIELD

First Name: Mr. *

Last Name: * Suffix: *

Please choose a user name and password—the password must be at least 8 characters long and contain at least one number. Both passwords and user names are restricted to alpha-numeric characters and may not begin with a number or contain spaces or symbols, e.g. \$ # . " ' or @. Your user name should not be a part of your password. If you enter a user name which is in use, you will be asked to select a new user name.

User Name: *
(More than 7 characters; Don't use \$ # . " ' or @)

Password: *

Re-enter Password: *
(More than 7 characters w/1 number; Don't use \$ # . " ' or @)

The Help Desk will use the Secret Question and Answer to authenticate you if you forget your password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.

Secret Question: *

Secret Answer: *

Figure 4. CDX User Information Page

The user name and password must be at least eight characters long. Additionally, the password must include at least one number. User name and password entries are restricted to letter and number characters. Neither may begin with a number. Neither may contain spaces or symbols (e.g., \$, #, “, or @). The user name and password should not be the same.

Note: You will need your user name and password each time you log on to CDX. You will need to remember your user name and password.

Note: Your secret question and answer will be needed whenever you call the CDX Help Desk and ask certain changes to your user profile. Please select a question that will be easy for you to answer, but hard for others.

When you have completed the “CDX Registration: User Information” screen click on <Next>. The second of two Registration pages are displayed. This Registration page contains your organization information. Please note that this information will not be copied into your OTAQ Fuels registration records. See Figure 5 below. Fill out the requested information.

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Registration

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Logged in as, MCUSER01

[MyCDX > Registration](#)

CDX Registration: Organization Information

Please verify the information in your organization profile. Use the TAB key to move from field to field. * = **REQUIRED FIELD** For users without an e-mail address, the following web page provides links and information for many free email services: <http://www.free-email-address.com/> [EXIT EPA](#)

Organization Name: *

Registrant's Work Mailing Address 1: *

Registrant's Work Mailing Address 2:

City: *

State/Province: *

Zip/Postal Code: *

Country: *

E-mail: *

Phone Number: * Ext.

U.S., Canada & Caribbean Islands Phone Format:
####

International Phone Format:
011 + Country Code + City Code¹ + Local Number

¹As necessary.

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on December 2, 2002.

Figure 5. CDX Registration: Organization Information Page

Review and/or complete the Organization Information page, which contains your company and contact information, and then click on <Next>.

2.2 Obtaining Permission to use OTAQ Registration

Now, the CDX Registration: Add Program page will be displayed. This is a listing of all the CDX programs that a user may sign up for without first obtaining permission from the appropriate Program Office, are known as the 'Open Registration' programs. OTAQ Registration is such a program. See Figure 6 below.

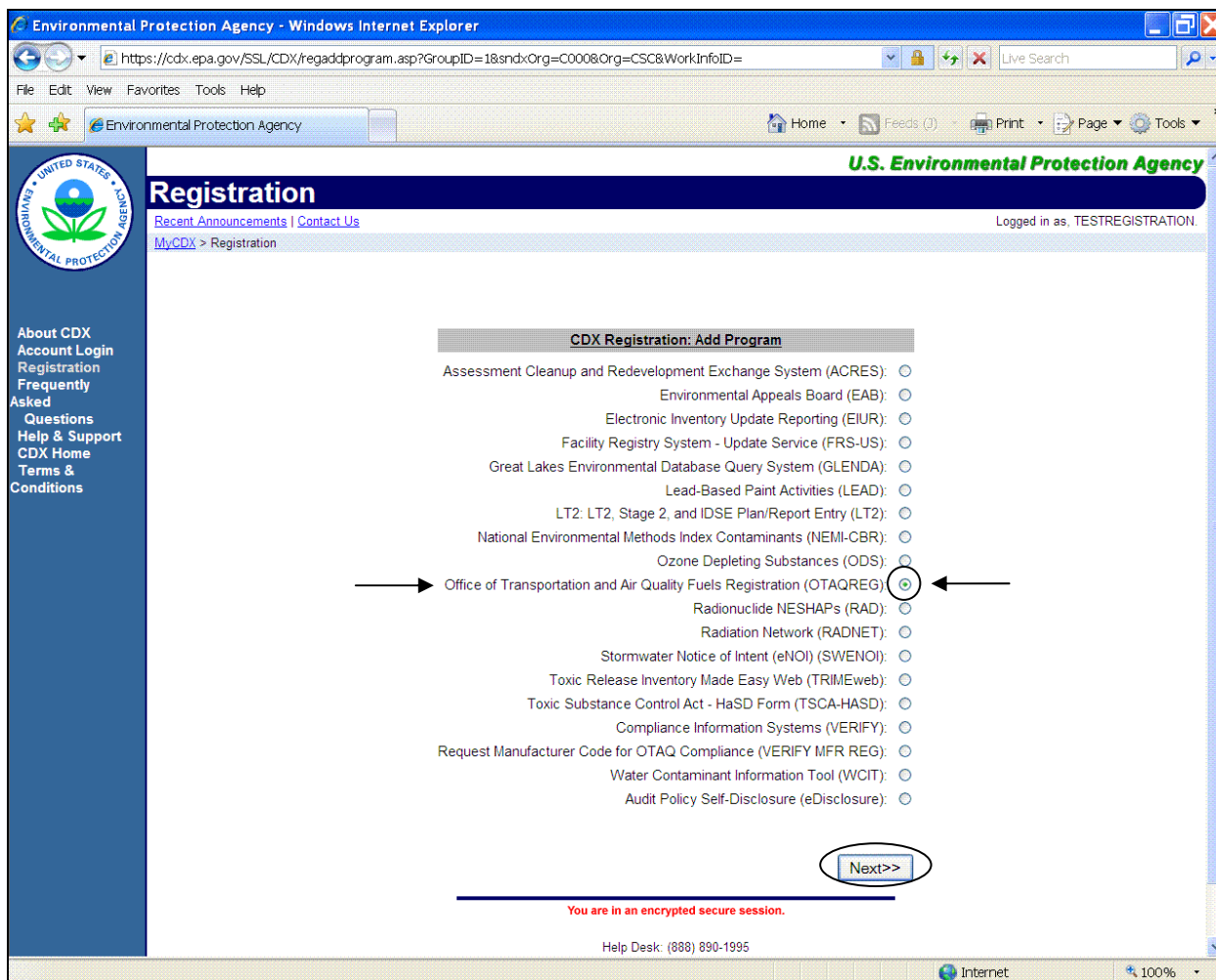


Figure 6. CDX Registration: Add Program Page

Select the radio button next to "Office of Transportation and Air Quality Fuels Registration (OTAQREG)" and then click on <Next>. The CDX Registration: Add Program ID page will be displayed. See Figure 7 below.

Environmental Protection Agency - Windows Internet Explorer

https://cdx.epa.gov/SSL/CDX/fregaddclientrole.asp?GroupID=1&sndxOrg=C000&code=OTAQREG

File Edit View Favorites Tools Help

Environmental Protection Agency

Home Feeds (0) Print Page Tools

U.S. Environmental Protection Agency

Registration

Recent Announcements | Contact Us

MyCDX > Registration

Logged in as, TESTREGISTRATION.

CDX Registration: Add Program ID

Use the TAB key to move from field to field. * = REQUIRED FIELD

Role: A SUBMITTER

Program ID Type: Registration ID: N/A *

Submission Method: WEBFORM

FINISHED

Please enter N/A

You are in an encrypted secure session.

Help Desk: (888) 890-1995
EPA Home | Privacy and Security Notice | Contact Us

Last updated on April 27, 2007.
URL: http://www.epa.gov/epahome/usenotice.htm

Done Internet 100%

Figure 7. CDX Registration: Add Program ID page

Note that when you click on the 'ID' field you will see a popup message displayed prompting you to enter the value 'N/A' into that field. This field is used by many of the applications within CDX, but not by OTAQ Registration. Nevertheless it is a required field and some value must be entered there. You may enter anything you please within reason; it will have no bearing on the success or failure of your registration or your subsequent use of OTAQ Registration.

The CDX Registration Success Page will be displayed. See Figure 8 below.

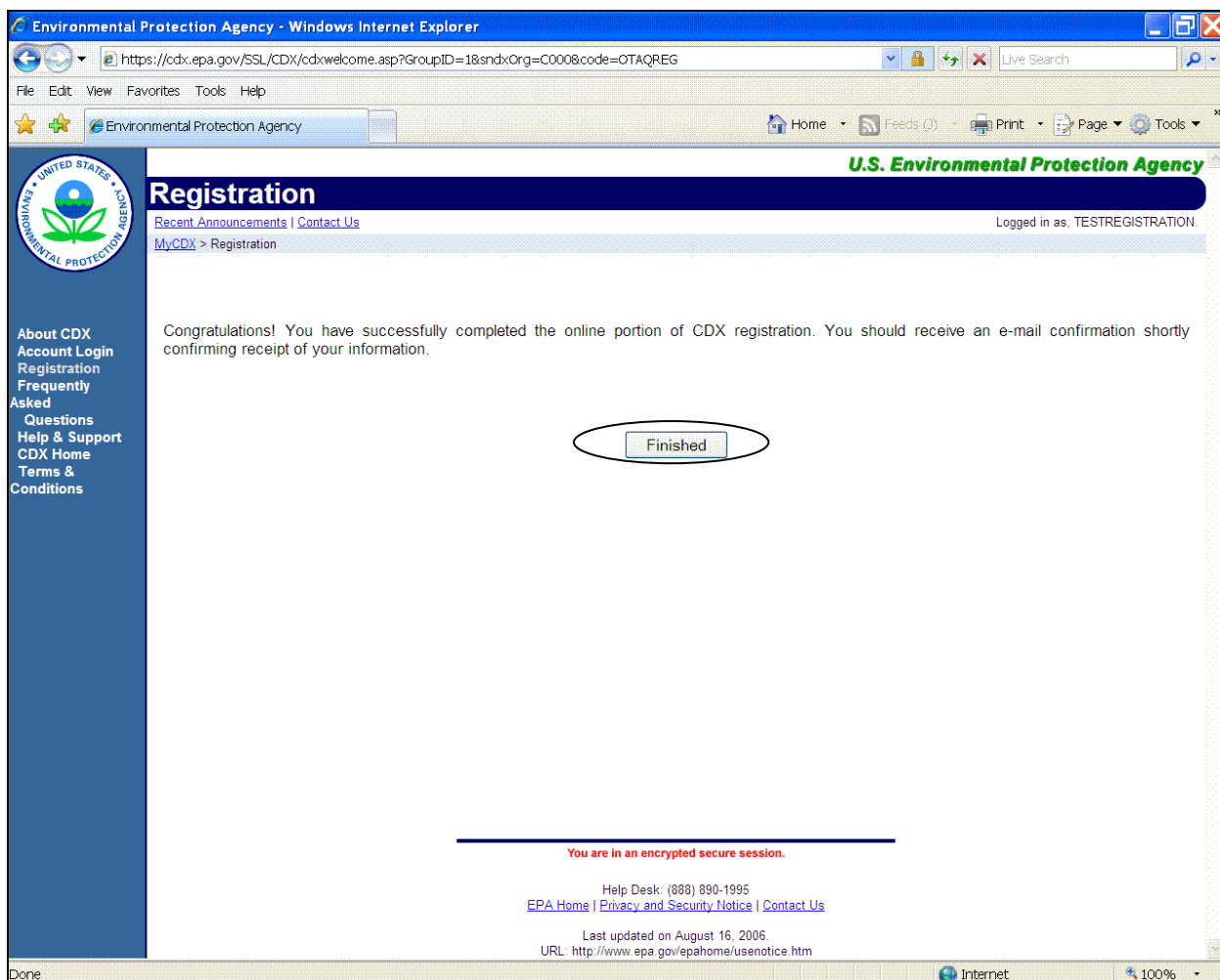


Figure 8. CDX Registration Success Page

Click on <Finished>. You will receive an e-mail message confirming that you have registered for the OTAQ Registration program at CDX. You will be taken to your MyCDX Home Page (See Figure 9 below).

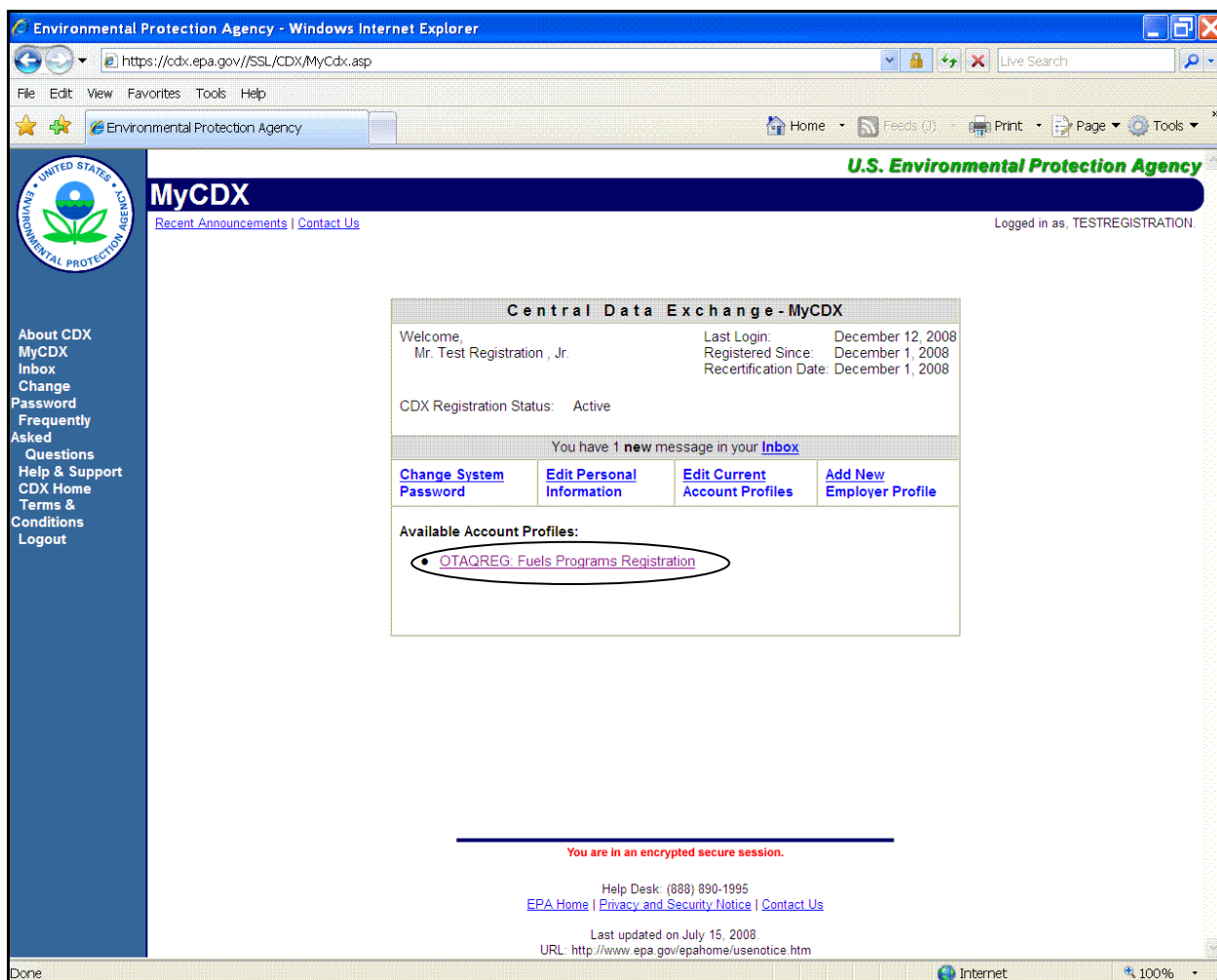


Figure 9. New User MyCDX Homepage

At this time, you have completed registering as a CDX user. You have also obtained permission to use the OTAQ Registration application. Please click on '[OTAQREG: Fuels Programs Registration](#)' under 'Available Profiles' and proceed to the next section of this User Guide.

2.3 Adding OTAQ Registration to Your Existing CDX Account

If you are already a user of OTAQ DC Fuels you may want to add OTAQ Registration to your existing user account. If you are receiving an error message that reads 'You do not have the Submitter role' when you attempt to use OTAQ DC Fuels you must sign up with OTAQ Registration in order to correct that situation. This is discussed in more detail in Section 3.5. It is a good idea to obtain permission to use OTAQ Registration in any case. EPA recommends that all OTAQ users obtain an account on OTAQ Registration.

To add OTAQ Registration to your user account, log in to CDX and access your MyCDX Home Page. Just above and to the right of the phrase 'Available Account Profiles' you will find a clickable link titled 'Edit Current Account Profiles' (See Figure 10 below). Click that link.

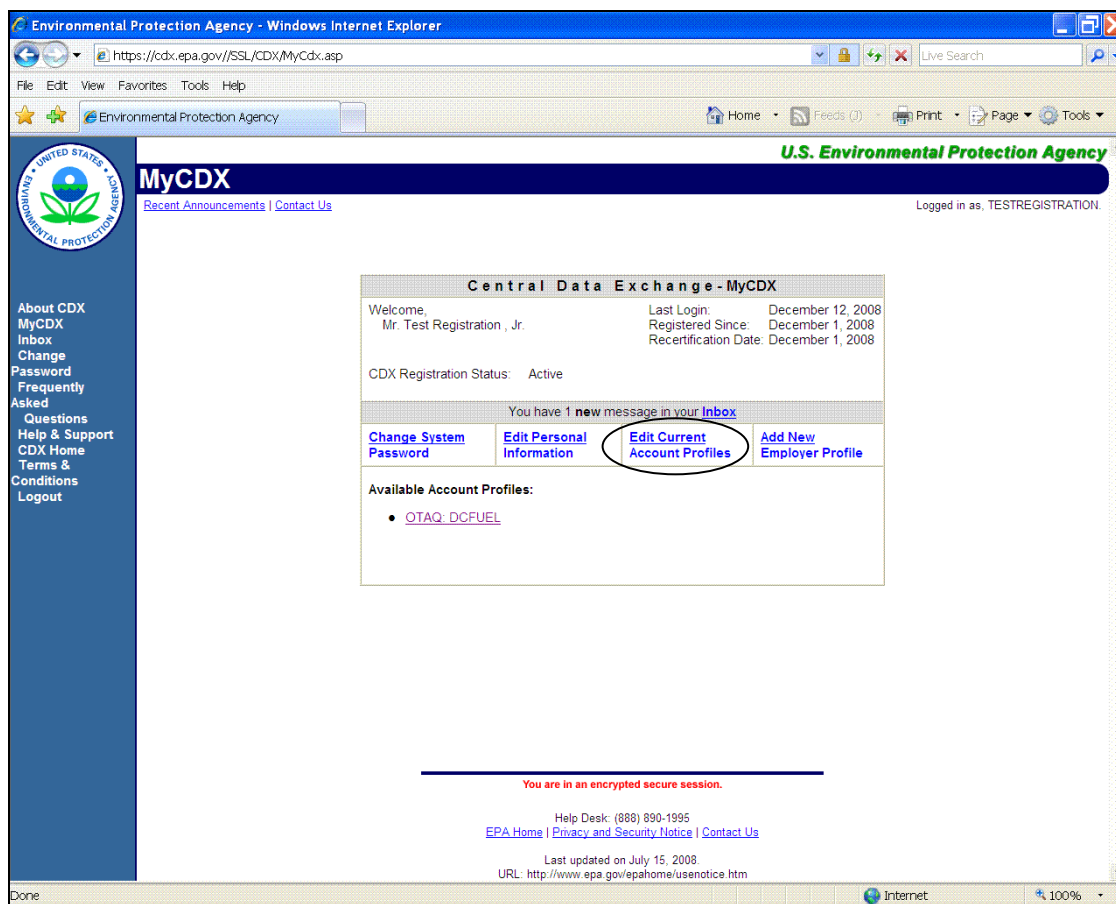


Figure 10. 'Edit Current Account Profiles' link

You will be presented with the 'Edit Organization Profiles' page (see Figure 11 below). Locate and click the link entitled 'Add New Program'.

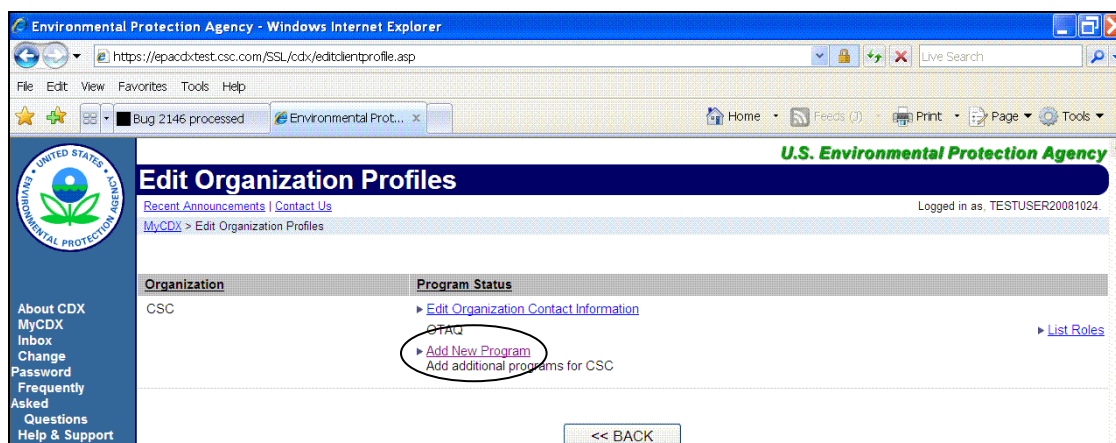


Figure 11. Edit Organization Profiles page

You will be presented with the 'Add Program' page as depicted in Figure 6 in Section 2.2 above. Continue with the instructions in Section 2.2 to add OTAQ Registration to your account.

Chapter 3. Registering with OTAQ Registration as a New User

If your OTAQ Home page looks like Figure 12 below, you have gained access to the OTAQ Registration application. Congratulations! If you have not gotten to this page, please review your actions performed in Chapter 2 of this document and/or call the Help Desk as outlined in Chapter 1.

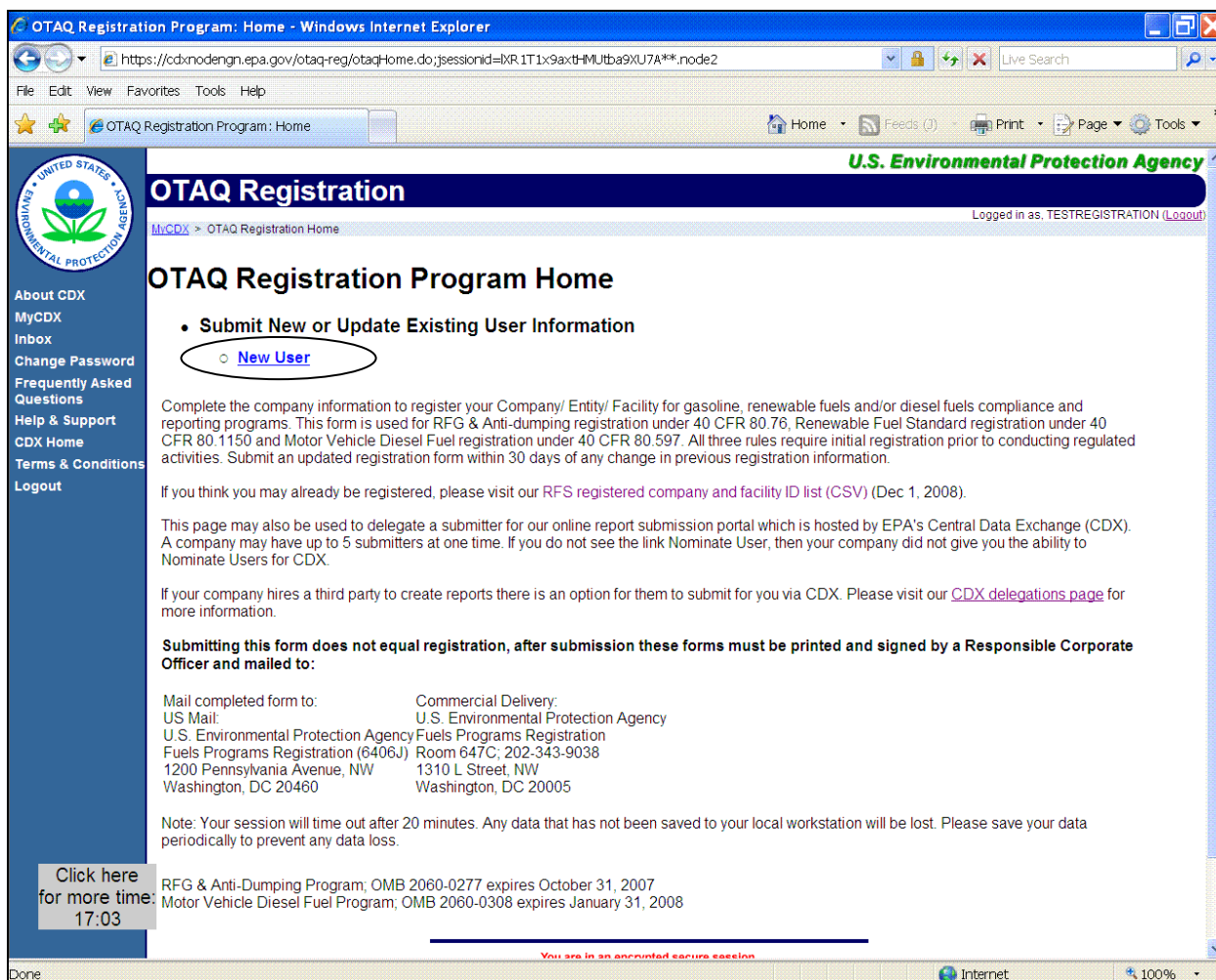


Figure 12. OTAQ Registration Home Page for a New User

This is the Home Page that most users will see the first time they enter OTAQ Registration. This is because OTAQ Registration has no record of you yet (using your CDX user id or your email address to match you up). Registering for CDX and obtaining permission to use OTAQ Registration does not automatically enter your user data in OTAQ Registration. This section will explain how to use “New User” to accomplish that.

**Please Note:**

If you DO NOT have a 'New User' link on your home page and DO have additional links such as "View <Company Name>", "Edit <Company Name>", "Nominate on behalf of <Company Name>", and "Update User" (see Figure 26 at the beginning of Chapter 4 below for an example), then your User Profile has already been entered into OTAQ Registration. This is either because a) your User Profile information has been migrated from the existing OTAQ DC Fuels application or b) you have been Nominated by another user and EPA has approved the Nomination. Nomination is discussed in Section 4.5.1, 'If You Have Been Nominated', of this User Guide below.

3.1 User Information

Click on "New User". The OTAQ Registration User Edit page should be displayed. See Figure 15 below. Notice that all the applicable information from your CDX Registration was migrated over from CDX into OTAQ Registration. This information is not yet present in OTAQ Registration, but will be when you save and Submit this session.

Items that are required are noted by the presence of a red asterisk (*). Note that the only required field that is not already filled out is 'Position or Job Title'. You must supply this information.

In addition to the required fields, **you must select roles for you**, the user. 'Company Viewer' is selected by default. This default role will only allow you to view your Company's information. If you will be maintaining your company's registration information you must select 'Company Editor' in lieu of 'Company Viewer'. If you will be submitting reports you must select 'Submitter' as well. If you will be nominating other, people from your Company to be users you must select 'Nominator'.

You may fill out any or all of "Middle Initial", "Valid To Date", "Address Line 2", "Alternate Email", "Phone Extension", "Alternate Phone", "Alternate Phone Extension", or "Fax Number". Note that "Valid From Date" has been filled in, defaulted to today's date. You may edit this if you wish. It may be set to today's date, a date in the past, or a date in the future. If you set it to a future date, you will not be able to use OTAQ Registration until that date arrives.

OTAQ Registration provides a calendar date entry tool as a convenience. This is accessed by clicking on the 'Calendar' button beside the Valid From and Valid To entry boxes. See Figure 13 below.

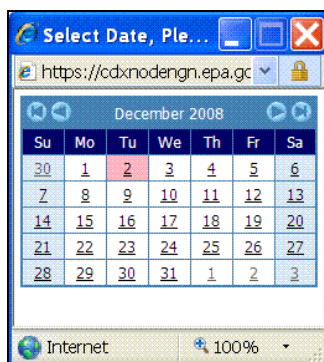


Figure 13. Calendar Data Entry Tool

Please take note of the area at the bottom left of the illustration that reads “Click Here for more time:”. The CDX servers enforce a 20-minute timeout policy; if no action is seen in a user’s session in 20 minutes, that user is automatically logged out. Unsaved data is lost, and the next interaction will be automatically redirected to the CDX Login page. This notification is a “convenience function” in that it tells the user how much time is remaining on the timeout clock and offers a quick way to reset that clock by clicking on the notification itself. In addition, there is a 5-minute warning popup box that has a button to reset the timeout clock. See Figure 14 below.

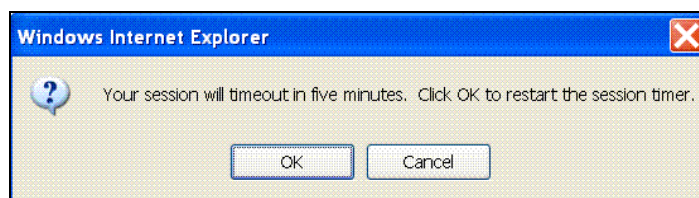


Figure 14. 5 Minute Timeout Warning Popup

OTAQ Registration - Windows Internet Explorer

https://cdxnodengn.epa.gov/otaq-reg/submission/User_info_tab.jsp

File Edit View Favorites Tools Help

OTAQ Registration

U.S. Environmental Protection Agency

Logged in as: TESTREGISTRATION (Logout)

OTAQ Registration

MyCDX > OTAQ Registration Home > OTAQ Registration

OTAQ Registration

* = required field

Help

User Info **Company Info** Facility Info

Enter User Info

Request Date 12/02/2008

Prefix ☒ Mr ☐ Mrs ☐ Ms

First Name * Test Middle Initial

Last Name * Registration Suffix Select

Position or Job Title * tester

Valid From (Start Date MM/DD/YYYY) * 12/02/2008 Calendar Valid To (End Date MM/DD/YYYY) Calendar

Enter Address and Contact Info

Address 1 * 8400 Corporate Drive

Address 2

City * New Carrollton

State * Maryland

Zip * 20785

Email * otaqnewuser@gmail.com Alternate Email

Phone * 1234567890 Phone Ext

Alternate Phone Alternate Phone Ext

Fax

Initial Roles

☐ Submitter ☐ Company Editor ☒ Company Viewer ☐ Nominator

Review & Submit Refresh Main Menu

You are in an encrypted secure session.

Click here for more time: 18:12

Help Desk: (888) 890-1995

EPA Home | Privacy and Security Notice | Contact Us

URL: http://www.epa.gov/epahome/usenotice.htm

Figure 15. OTAQ Registration User Edit page

3.2 Company Information

After you have filled in your User information, click on the 'Company Info' tab at the top of the data entry section. The Company Search page will be displayed. See Figure 16 below.

Every OTAQ user must be associated with one or more companies. As part of New User registration, you must either associate yourself with an existing company or enter the data for a new company to associate you with.

Figure 16. User Update Company Search Tab

If you are associating with an existing company, you may enter the Company/Entity ID if you know it or locate it by searching for it. Your Responsible Company Officer (RCO) will have that information. Partial data entries work; for instance, entering 'bil' for City will find companies located in Billerica, MA and Mobile, AL. See Figure 17 below for an example of searching and search results. Clicking on any of the linked company names will result in that company's information being entered in your User Profile data page. It is not editable.



Please Note:

If you do not search to see if your company exists and EPA finds that you are trying to create a duplicate company, EPA may deny your request. At that point, you will need to start over. Therefore, it is in your interests to search first!

The screenshot shows a web browser window titled "OTAQ Registration - Windows Internet Explorer". The address bar displays the URL: https://cdxnodengn.epa.gov/otaq-reg/submission/company_Search_tab.jsp. The page has a blue sidebar on the left with a "Logout" link. The main content area has two tabs: "Company Search" (selected) and "Enter New Company Info". Below the tabs is a form titled "Enter Company Data" with fields for Company Id, Name, Address, City, State (a dropdown menu), and ZIP. Below the form are "Search" and "Refresh" buttons. The search results are displayed in a table with two columns: "Company ID" and "Company Name".

Company ID	Company Name
4043	BIG WEST OIL COMPANY
4547	BIG WEST OF CALIFORNIA LLC
4477	BIG RIVER RESOURCES-WEST BURLI
7769	BIG BIODIESEL, LLC

Below the table, there is a red message: "You are in an encrypted secure session." and a "Click here for more time: 19:32" button. At the bottom, there is a "Help Desk: (888) 890-1995" link and a "URL: http://www.epa.gov/epahome/usenotice.htm" link.

Figure 17. Search Results for Company Search

If you cannot find your company by searching for it, or know that you need to register your company as a new company, click on the 'Enter New Company Info' tab at the top of the data entry area. The New Company Information page will be displayed. See Figure 18 below.

Figure 18. Enter New Company Info

Enter the appropriate information about your company. All data entry fields are required with the exception of Valid To, Address 2 and RCO Phone extension. Make sure to choose all applicable entries under Program Type and Business Activities.

Please review the information under the Help button for definitions of the Business Activities and select only the ones that pertain to your Company as per the regulations. If you select any activity other than 'RIN owner', you must fill out facility information. Biodiesel producers must select the 'Diesel' program type.

3.3 Facility Information

As part of defining a new company, a new user may choose to search for one or more existing facilities and associate them with the new company, or define a new facility to associate with the new company. This is optional; a new company may be defined and submitted for approval without any facilities associated with it, and a company's facilities may be added, deleted, or edited at any time.

The OTAQ Registration currently has more than 6000 facilities defined in its database. If your company is using an existing facility, the chances are good that it is already defined. To search for a facility, click on the Facility Info tab at the top of the data entry area on the OTAQ

Registration new User webpage. You should see the Facility Information data entry page as shown in Figure 21 below.

Click on the Facility Search tab at the top of the data entry section. The Facility Search page will be displayed. See Figure 19 below.

The screenshot shows the 'Facility Search' tab within the 'Facility Info' section of the registration interface. The 'Associated Facilities' tab is also visible. The 'Enter Facility Data' section contains the following fields:

- Facility ID: Text input field
- Name: Text input field
- Facility Type: Dropdown menu with 'All' selected
- Business Activities: List box with 'All', 'Biodiesel Producer', 'Importer', and 'Independent Lab' options
- Address: Text input field
- City: Text input field
- State: Dropdown menu with 'Select' selected
- ZIP: Text input field

At the bottom of the form are two buttons: 'Search' and 'Refresh'.

Figure 19. Facility Search tab

Enter as much data as you know, then click 'Search'. Partial data entries work just as they do in Company search. See Figure 20 below for an example of search criteria and search results. You may choose as many facilities as are appropriate to associate with by selecting the checkbox to the left of the name and then clicking 'Associate with Selected Facilities'. You may search more than once to locate and select all the facilities you wish to associate.

Associated Facilities
Facility Search

Enter Facility Data

Facility ID
Name
Facility Type
Business Activities
Address
City
State
ZIP

All
RIN Owner
Refiner
Renewable Diesel
Transmix

Select

Search
Refresh

4 items found, displaying all items.1

	Facility ID	Facility Name	Facility Type	Business Activities	Address
<input type="checkbox"/>	00230	BIG SPRING REFINERY	Gas	Refiner	INTERSTATE 20 EAST @ REFINERY BIG SPRING, TX 79720
<input type="checkbox"/>	00230	Big Spring Refinery	Gas	Refiner	Interstate 20 E @ Refinery Big Spring, TX 79720
<input type="checkbox"/>	82833	BIG OAK FLAT	Diesel	Refiner	17390 HWY 120 BIG OAK FLAT, CA 95305
<input type="checkbox"/>	83542	BIG BIODIESEL, LLC	Diesel	Biodiesel Producer, Other, Refiner	540 LITTLE DRY CREEK ROAD PULASKI, TN 38478

Associate Selected Facilities

Figure 20. Facility Search Results

If you need to define a new facility then you should enter all appropriate data on the page shown in Figures 21 or 22 below, depending on whether you choose to define a Gas/Ethanol facility or a Diesel/Biodiesel facility. As with the other data entry screens, the required fields are marked with a red asterisk (*).

Note near the bottom that you must indicate whether you store records for this facility onsite, offsite, or both. If you store records offsite, you must fill in some information about the offsite storage location and contact. See Figure 23 for details of this.

Notice the area near the top in Figure 21 and 22 labeled 'Associated Facilities'. The first time you define your company; this is empty except for the 'Enter New Facility' button. This indicates that there are no facilities currently associated with your company.



Very Important!

The correct way to define and associate one or more new facilities is to fill out the data entry area, then click 'Add Facility to List'. You *must* perform this step or your facility data will not be transmitted to EPA for approval.

When you click this button, the name, city, and state of the facility will be listed in the 'Associated Facilities' box, with buttons to show or delete each facility. See Figure 24 below. If you wish to re-edit any facility, click Show and that facility's information will be displayed in the data entry area. Click Delete to delete all information entered about a facility (this is not reversible). Click 'Enter New Facility' to display an empty data entry area for a new Facility to be created.

The screenshot shows a web browser window titled "OTAQ Registration - Windows Internet Explorer" with the URL "https://cdxnodengh.epa.gov/otaq-reg/submission/facility_info_tab.jsp". The browser's address bar and menu bar are visible. The page content is divided into several sections:

- Associated Facilities:** A large empty box with an "Enter New Facility" button at the bottom.
- Facility Details:** A section with two radio buttons: "Gas/Ethanol Facility" (selected) and "Diesel/Biodiesel Facility".
- Facility Information:** A form with the following fields:
 - Facility Activities: Four checkboxes for "Refiner", "Importer", "Oxygenate Blender", and "RIN Generator".
 - Facility Name: A text input field.
 - Valid From (Start Date MM/DD/YYYY): A date input field with a "Calendar" button.
 - Valid To (End Date MM/DD/YYYY): A date input field with a "Calendar" button.
 - Facility Address One: A text input field.
 - Facility Address Two: A text input field.
 - Facility City: A text input field.
 - Facility State: A dropdown menu with "Select" as the current value.
 - Facility Zip: A text input field.
 - Facility County: A text input field.
 - Facility Country: A text input field.
 - Facility PADD: A dropdown menu with "Select" as the current value.
- Contact Information:** A form with the following fields:
 - Contact Name: A text input field.
 - Contact Title: A text input field.
 - Contact Email: A text input field.
 - Contact Phone: A text input field.
 - Contact Phone Ext: A text input field.
 - Contact Fax: A text input field.
- Record Storage Information:** A section with the text "Records for this Facility are Stored" followed by two checkboxes: "On Site" and "Off Site".

At the bottom of the form, there are three buttons: "Add Facility to List", "Review & Submit", "Refresh", and "Main Menu".

Figure 21. Create New Facility page (Gas/Ethanol Facility).

Associated Facilities

Facility Search

Associated Facilities

Enter New Facility

Facility Details

☐ Gas/Ethanol Facility ☒ Diesel/Biodiesel Facility

Facility Information

Facility Type *
☒ Single Facility ☐ Aggregate Facility
☐ Refiner ☐ Importer ☐ Pipeline/Pass-Through Terminal
☐ Mobile Facility ☐ Transmix ☐ Truck Loading Terminal
Facility Activities *
☐ Biodiesel Producer ☐ Renewable Diesel

Facility Name *
Valid From (Start Date MM/DD/YYYY) * 12/03/2008

Calendar

Valid To (End Date MM/DD/YYYY)

Calendar

Facility Address One *
Facility Address Two
Facility City *
Facility State * Select
Facility Zip *
Facility County
Facility Country
Facility PADD * Select
Description of Aggregated Distribution System

Contact Information

Contact Name *
Contact Title *
Contact Email *
Contact Phone * Contact Phone Ext
Contact Fax *

Record Storage Information

Records for this Facility are Stored ☐ On Site ☐ Off Site

Add Facility to List

Review & Submit

Refresh

Main Menu

Figure 22. Create New Facility Page (Diesel/Biodiesel Facility)

Record Storage Information

Records for this Facility are Stored ☒ On Site ☒ Off Site

Off Site Location *

Off Site Address One *

Off Site Address Two

Off Site City *

Off Site State *

Off Site Zip *

Off Site Name *

Off Site Title

Off Site Email *

Off Site Phone * Off Site Phone Ext

Off Site Fax *

Figure 23. Offsite Record Storage Information

Associated Facilities

facility name	city, MD	Show	Delete
<input type="text"/>			

[Enter New Facility](#)

Figure 24. Associated Facilities Listing

3.4 Completing the Submission

After you have entered all of your information, you need to review your submission for accuracy and then transmit it to EPA for their consideration. The way to do this is to click the 'Review and Submit' button at the bottom of any data entry page. See Figure 26 below, "Review and Submit button" for an illustration of that.

Fax

Initial Roles

☐ Submitter ☐ Company Editor ☒ Company Viewer ☐ Nominator

[Review & Submit](#) [Refresh](#) [Main Menu](#)

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)
 URL: <http://www.epa.gov/epahome/usernotice.htm>

Figure 25. 'Review and Submit' button

The system will review your entries for correctness and completeness (only digits in phone numbers, all fields marked 'required' have been filled in, etc.) If the system detects any errors it will place text in red at the top of the page indicating which pages have errors and where the errors are on the current page (see Figure 26 below, "Typical Error Messages"). Note that the error messages that refer to data on the current page are 'hyperlinked'; i.e., if you click on the

message it will take your cursor directly to the incorrect data and leave you ready to enter corrections. (The reference to any other tab is not hyperlinked; you will have to click on the tab to navigate to it.)

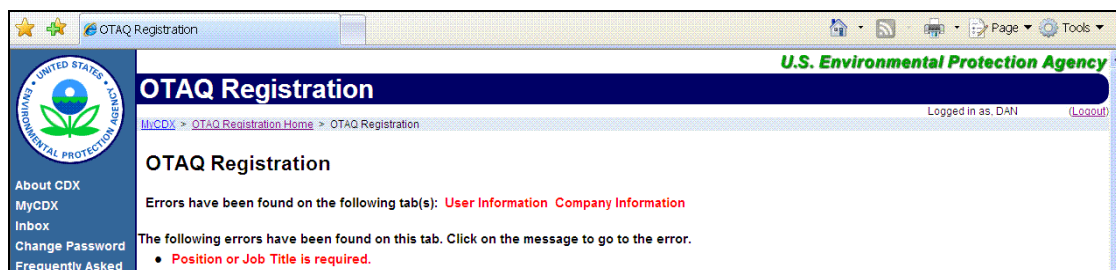


Figure 26. Typical Error Messages

If the system does not detect any errors, then the 'Review' page will be displayed. This is a read-only copy of all the data you are about to send EPA. See Figure 27 below, "Review Page" for an example.



U.S. Environmental Protection Agency

OTAQ Registration

MyCDX > OTAQ Registration Home > OTAQ Registration

Logged in as: UNNAMEDUSER (Logout)

OTAQ Registration

User Info

Request Date	03/12/2009	
Prefix	Dr.	
First Name	Daniel	Middle Initial
Last Name	Fox	Suffix
Position or Job Title	tester	
Valid From (Start Date MM/DD/YYYY)	03/12/2009	Valid To (End Date MM/DD/YYYY)

Address and Contact Info

Address 1	8400 Corporate Drive	
Address 2		
City	New Carrollton	
State	MD	
Zip	20785	
Email	dfox@csc.com	Alternate Email
Phone	3014295081	Phone Ext
Alternate Phone		Alternate Phone Ext
Fax		

Initial Roles

☐ Submitter
 ☐ Company Editor
 ☒ Company Viewer
 ☐ Nominator

Company ID/Name

Name	CSC	
Valid From (Start Date MM/DD/YYYY)	11/21/2008	Valid To (End Date MM/DD/YYYY)

Company/Entity Location

Address 1	1201 Main St
Address 2	address two
City	New Carrollton
State	MD
Zip	20785

Responsible Corporate Officer (RCO) Information

RCO Name	Responsibl Official	
RCO Title	CEO	
RCO Email	gjenkins4@csc.com	
RCO Phone	111-222-3333	Ext
RCO Fax	111-111-2222	

Program Type

☒ Gasoline
 ☒ Diesel
 ☐ Renewable Fuel Standard

Business Activities

<input type="checkbox"/> Refiner	<input checked="" type="checkbox"/> Biodiesel Producer	<input type="checkbox"/> Oxygenate Blender
<input type="checkbox"/> RIN Generator	<input type="checkbox"/> Pipeline/Pass-Through Terminal	<input type="checkbox"/> Truck Loading Terminal
<input type="checkbox"/> Importer	<input type="checkbox"/> Transmix	<input type="checkbox"/> Independent Lab
<input type="checkbox"/> RIN Owner	<input type="checkbox"/> Mobile Facility	<input type="checkbox"/> Renewable Diesel

[Back](#)
[Submit](#)
[Main Menu](#)

Figure 27. Review Page

Please look it over and make sure that it correctly indicates what you want to send to EPA for their consideration. If you need to make any corrections, click the 'Back' button at the bottom of

the page. If it is correct, click the 'Submit' button. You will then get the Submission page (see Figure 28 below, "Submission Page" for an example.)

OTAQ Registration - Windows Internet Explorer

https://testnrg.epacdxnode.net/otaq-reg/submission/submission_confirm.jsp

File Edit View Favorites Tools Help

OTAQ Registration

U.S. Environmental Protection Agency

Logged in as: UNNAMEDUSER (Logout)

Submission

If the information you provide changes, your company/entity is responsible for resubmitting this form to update the information

Submitting this form does not equal registration, before submission these forms must be printed and all data inputted must be present on the page. The form also must be signed by a Responsible Corporate Officer and mailed to one of the addresses below. EPA must receive and approve this form before you will be allowed to perform other tasks in this application (e.g. associating yourself with other companies or facilities, nominating new users, editing your user information, etc.).

The registration forms on this page are to be used for the RFG and Anti-Dumping, Diesel Sulfur, and Renewable Fuels Standard programs. Please see our Fuel and Fuel Additive Registration (FFARS) web site for FFARS registration forms.

US Mail:
U.S. Environmental Protection Agency
Fuels Programs Registration (6406J)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Commercial Delivery:
U.S. Environmental Protection Agency
Fuels Programs Registration
Room 647C; 202-343-9038
1310 L Street, NW
Washington, DC 20005

Print the registration forms ([click here](#)). Failure to mail the hard copy of these forms will prevent registration.

☐ I have printed this form and understand that I must mail it properly signed to one of the above addresses.

[Continue](#)

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Figure 28. Submission Page

Notice that there are some instructions and some mailing addresses. Please read them carefully. This is important! You are required to print out a paper document, sign it, and send it to EPA. They must receive this to process your application. You may access these documents (in .pdf format) via the link contained in the sentence 'Print the registration forms (click here)' near the bottom of the page. Note that the addresses are also contained in the printed documents.



Very Important!

You must print, sign, and mail these documents! (Or use a delivery service such as UPS, Fedex, etc.) EPA will not take any action on your New User submission until they are received.

After you have printed the documents, please select the button next to the sentence 'I have printed this form and understand that I must mail it properly signed to one of the above addresses.' The system will not allow you to click the 'Continue' button at the bottom of the

page until you have done so. Only when you click the 'Continue' button will the information you typed in be submitted to EPA. Please click the 'Continue' button. You will then see the 'Submission Success' page (see figure 29 for an example).

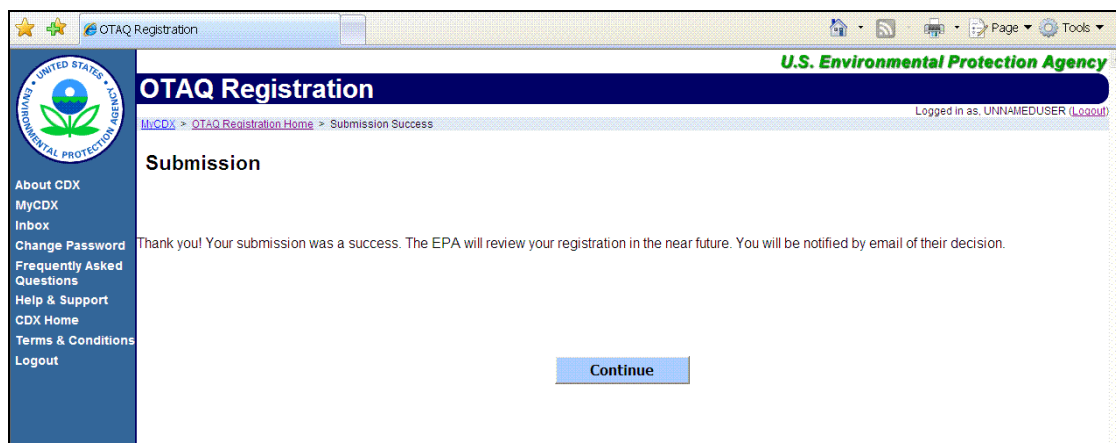


Figure 29. Submission Success Page

It is now time to mail your documents and wait for EPA to review your New User submission. Please give the process a few days for your documentation to be received at EPA and for them to review it. You may click the 'Continue' button if you wish. You will be redirected to your OTAQ Registration Home Page. There will be a message displayed on that page indicating, "The system has detected that you have been registered but not yet approved."

3.5 A Note on the Submitter Role

The Submitter role is currently mapped to a separate Web application within CDX. This application is known as 'OTAQ DC Fuels Submission'. In order to submit OTAQ reports via the Web, you will need permission to use this application. OTAQ has already 'granted' this permission by approving your New User submission, Nominee submission, or Update User submission that contained the Submitter role as selected for the Company you wish to submit for. You will be notified by email once OTAQ has granted this permission.

However, you will need to call the CDX Help Desk at 1-888-890-1995 option 5 and specifically ask for this application to be added to your CDX User Profile once you have received this email. They should have received an automatically generated message informing them of the OTAQ Approver's decision and this should be easily done. If not, please contact the OTAQ Help Desk at 1-888-890-1995 option 4 and they will assist in sorting out any difficulties. Alternatively, you may refer to the DCFUEL User's guide available at <http://www.epa.gov/otaq/regs/fuels/fuelsregistration.htm>

Please keep in mind that you will have to apply for and receive a Digital Certificate in order to successfully submit Confidential Business Information. (All OTAQ Reports are considered CBI, unless otherwise noted by the submitter.) In order to obtain the Certificate you will have to print, sign, and mail a Digital Signature Agreement. This agreement should have been presented to you as part of your registration process. It is also available by selecting 'Digital Certificate' from the left-side menu of your MyCDX Homepage (after you have obtained the OTAQ DC Fuels Submission role). The process of applying for and obtaining a Digital Certificate is explained fully in the OTAQ DC Fuels User Guide, which is available from either the CDX OTAQ Help Desk or the EPA OTAQ Help Desk. Please note there is a sample letter on the last page of the print out that contains the Digital Signature Agreement. This is required for all users that are not

Responsible Corporate Officers. Failure to include the letter will delay your registration and may delay your company registration.

3.6 A Note for Existing OTAQ DC Fuels Submitters

The OTAQ DC Fuels Submission application has been updated to 'cooperate' with OTAQ Registration. Now, it accesses the data kept by OTAQ Registration to determine which Companies a user has the Submitter role for, and presents that information to the user. If the user has this role for more than one Company, the user will be prompted to select which Company he/she is submitting for on this session. The user will then be prompted to verify the RCO information on file for that Company. If the user says 'Yes', they will be allowed to proceed to the OTAQ DC Fuels Submission application. If the user says 'No', they (and all users associated with that Company) will be deactivated pending EPA resolution of the RCO information.

Every effort has been made to pre-register all existing OTAQ DC Fuels Submitters with OTAQ Registration. However, this was of necessity a manual operation working with imperfect information, and some users may not be pre-registered correctly or at all.

If you have not accessed OTAQ DC Fuels Submission application in some time, you may be presented with the following message: "Either your user account with OTAQ Fuels Registration has expired, or you do not have the Submitter role for any active, valid companies." (See figure 30 below.) If this happens, it is because you do not yet have an active account profile in OTAQ Registration. You will need to add the OTAQ Registration role to your CDX Profile as explained above and perform a New User submission, remembering to check the Submitter role and to search for and select the appropriate Company to associate with yourself.

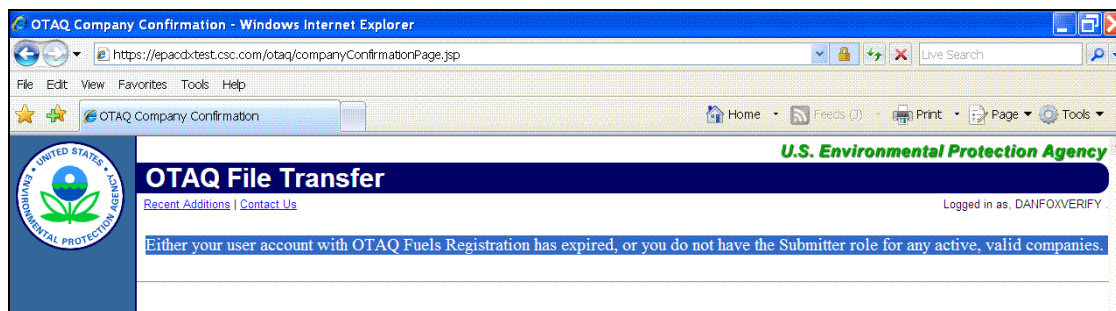


Figure 30. 'You do not have the Submitter role' message

3.7 Summary

The minimum you need to do to submit your user information to the OTAQ Registration system is to sign up with CDX, select OTAQ Registration, enter the OTAQ Registration system, select New User, provide a Position or Job Title, search for, locate, and select a company to associate with, and submit your information for approval. All other data are optional, and can be entered later by editing your profile, editing your company, defining new facilities or facility associations, etc.

Chapter 4. Using OTAQ Registration

After you have successfully composed and submitted as a New User, EPA will review your submission. This will include waiting for your printed and signed copy of the submission information, calling you and/or your RCO to confirm details of your submission, or other activities. Be sure to print a copy of the .pdf file that was presented to you at the completion of your New User submission, sign it, and mail it to the indicated address.

When EPA approves your New User submission, the roles that you requested will be shown on your OTAQ Registration Home Page. (This assumes that EPA did not make any changes to your submitted information. EPA can edit any submission before it is approved.) You should be able to View one or more companies, Edit one or more companies, and/or Nominate on behalf of one or more companies. Figure 31 below presents a typical Home Page with roles displayed for two companies.

If you see a Home Page similar to Figure 32 below, it is because you have submitted your New User request but it has not yet been approved by EPA. You may call EPA at 202-343-9755 to enquire as to the status, or you may log back in later to see if it has been approved.

OTAQ Registration Program Home

- **Submit New or Update Existing User Information**
 - [Update User](#)
- **Company Information**
 - [New Company](#)
 - [Edit - CSC](#)
 - [Edit - RuowelCom2](#)
 - [Nominate on behalf of CSC](#)
 - [Nominate on behalf of RuowelCom2](#)

Complete the company information to register your Company/ Entity/ Facility for gasoline, renewable fuels and/or diesel fuels compliance and reporting programs. This form is used for RFG & Anti-dumping registration under 40 CFR 80.76, Renewable Fuel Standard registration under 40 CFR 80.1150 and Motor Vehicle Diesel Fuel registration under 40 CFR 80.597. All three rules require initial registration prior to conducting regulated activities. Submit an updated registration form within 30 days of any change in previous registration information.

If you think you may already be registered, please visit our [RFS registered company and facility ID list \(CSV\)](#) (Dec 5, 2008).

This page may also be used to delegate a submitter for our online report submission portal which is hosted by EPA's Central Data Exchange (CDX). A company may have up to 5 submitters at one time. If you do not see the link Nominate User, then your company did not give you the ability to Nominate Users for CDX.

If your company hires a third party to create reports there is an option for them to submit for you via CDX. Please visit our [CDX delegations page](#) for more information.

Submitting this form does not equal registration, after submission these forms must be printed and signed by a Responsible Corporate Officer and mailed to:

Mail completed form to:	Commercial Delivery:
US Mail	U.S. Environmental Protection Agency
U.S. Environmental Protection Agency	Fuels Programs Registration
Fuels Programs Registration (6406J)	Room 647C, 202-343-9038
1200 Pennsylvania Avenue, NW	1310 L Street, NW
Washington, DC 20460	Washington, DC 20005

Note: Your session will time out after 20 minutes. Any data that has not been saved to your local workstation will be lost. Please save your data periodically to prevent any data loss.

RFG & Anti-Dumping Program; OMB 2060-0277 expires October 31, 2007
Motor Vehicle Diesel Fuel Program; OMB 2060-0308 expires January 31, 2008

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)
URL: <http://www.epa.gov/epahome/usernotice.htm>

Figure 31. Existing User Home Page

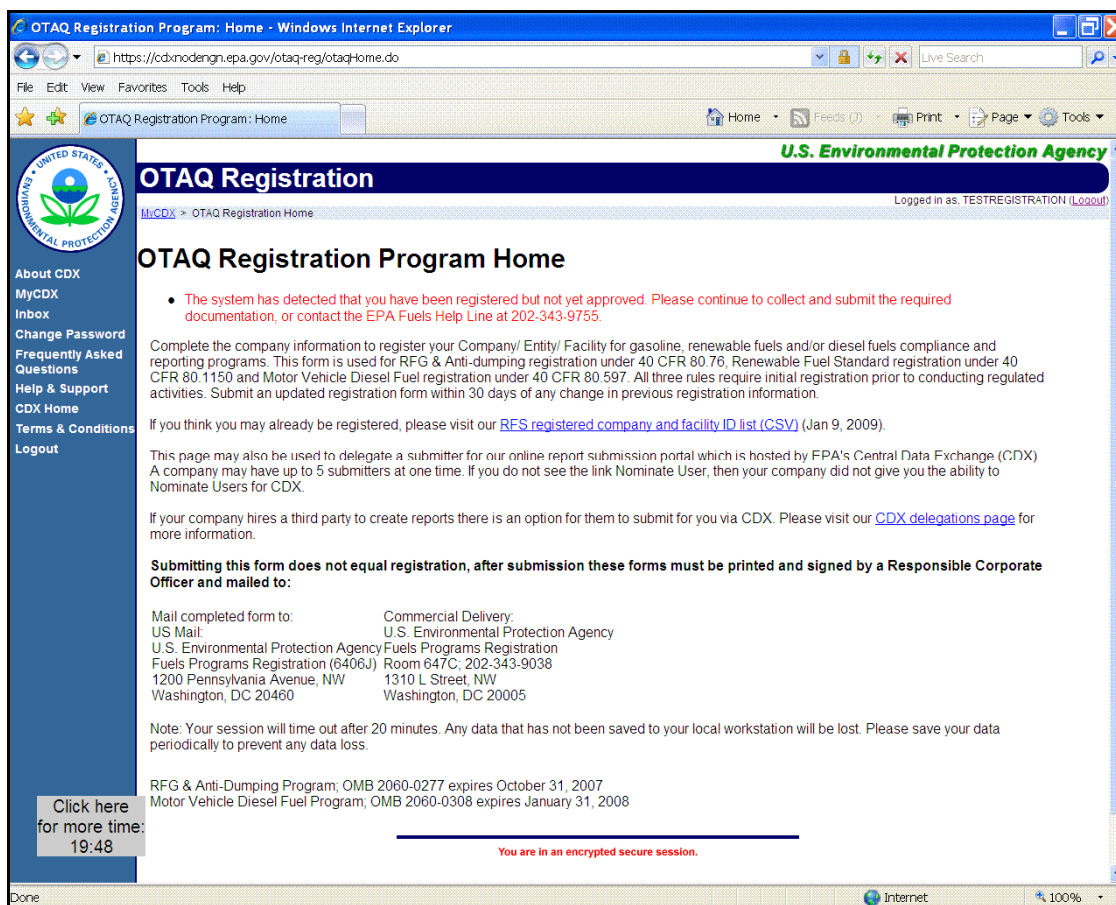


Figure 32. Pending User Homepage

There are 5 general activities possible from the Home Page – Update User, New Company, Edit <Company>, View <Company>, and Nominate on Behalf of <Company>. Note that not all users will have all of these available to them.

All users will have Update User. This is the function provided for you to update your own information in OTAQ Registration. Additionally, this is where you would associate or de-associate with one or more companies.

All users (with a few exceptions) will have the Nominate role for each company they are associated with. This allows you to start the registration process for another person in your company. It is essentially the same as performing a “New User” submission for someone other than you.

Generally, a user will have the View or Edit roles for a given company, but not both. Both roles allow access to all the information about a company that is stored in OTAQ Registration, including the facilities associated with that company. Edit allows a user to change that information and submit the changes to EPA for approval, including information about the associated facilities. Editing a company includes being able to associate and de-associate existing facilities and define new ones.

4.1 Existing User Home Page

After your New User submission has been approved by EPA, your OTAQ Registration Home Page will reflect the roles and permissions that you have been granted. (See Figure 33 below.) You should be able to View one or more companies, Edit one or more companies, and/or Nominate on behalf of one or more companies. Each of these will be discussed at greater length below.

OTAQ Registration Program Home

- **Submit New or Update Existing User Information**
 - [Update User](#)
- **Company Information**
 - [New Company](#)
 - [Edit - CSC](#)
 - [Edit - RuoweiCom2](#)
 - [Nominate on behalf of CSC](#)
 - [Nominate on behalf of RuoweiCom2](#)

Complete the company information to register your Company/ Entity/ Facility for gasoline, renewable fuels and/or diesel fuels compliance and reporting programs. This form is used for RFG & Anti-dumping registration under 40 CFR 80.76, Renewable Fuel Standard registration under 40 CFR 80.1150 and Motor Vehicle Diesel Fuel registration under 40 CFR 80.597. All three rules require initial registration prior to conducting regulated activities. Submit an updated registration form within 30 days of any change in previous registration information.

If you think you may already be registered, please visit our [RFS registered company and facility ID list \(CSV\)](#) (Dec 5, 2008).

This page may also be used to delegate a submitter for our online report submission portal which is hosted by EPA's Central Data Exchange (CDX). A company may have up to 5 submitters at one time. If you do not see the link Nominate User, then your company did not give you the ability to Nominate Users for CDX.

If your company hires a third party to create reports there is an option for them to submit for you via CDX. Please visit our [CDX delegations page](#) for more information.

Submitting this form does not equal registration, after submission these forms must be printed and signed by a Responsible Corporate Officer and mailed to:

Mail completed form to:	Commercial Delivery:
US Mail:	U.S. Environmental Protection Agency
U.S. Environmental Protection Agency	Fuels Programs Registration
Fuels Programs Registration (6406J)	Room 647C; 202-343-9038
1200 Pennsylvania Avenue, NW	1310 L Street, NW
Washington, DC 20460	Washington, DC 20005

Note: Your session will time out after 20 minutes. Any data that has not been saved to your local workstation will be lost. Please save your data periodically to prevent any data loss.

RFG & Anti-Dumping Program; OMB 2060-0277 expires October 31, 2007
Motor Vehicle Diesel Fuel Program; OMB 2060-0308 expires January 31, 2008

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)
URL: <http://www.epa.gov/epahome/usernotice.htm>

Figure 33. Typical Existing User Home Page

4.2 Update User

Update User is the name of the function within OTAQ Registration where a user manages his or her own information. This would include your name, address, email address, and company affiliations.

4.2.1 Update User

Every user will have a 'User Info' tab and a 'New Association' tab. In addition, there will be one tab for each company that a user is currently associated with. This tab will display and manage the companies that the user is associated with, and the roles that go with each of those assignments. Each required field is marked with an asterisk. Since this is not a New User, all required data should already be present. The exception to this is if your data was migrated from the existing CDX OTAQ DC Fuels submission application. In that case, the first time you edit your data you will need to enter a Position or Job Title. Your Valid From date should default to the date you first registered in OTAQ DC Fuels.

The screenshot displays the 'Edit User Information Page' with the following components:

- Navigation Tabs:** User Info (selected), CSC, RuoweCom2, New Association.
- Enter User Info Section:**
 - Request Date: 11/25/2008
 - Prefix: ☐ Mr ☐ Mrs ☐ Ms
 - First Name *: Daniel
 - Middle Initial:
 - Last Name *: Fox
 - Suffix: Select
 - Position or Job Title *: tester
 - Valid From (Start Date MM/DD/YYYY) *: 11/21/2008 [Calendar]
 - Valid To (End Date MM/DD/YYYY): [] [Calendar]
- Enter Address and Contact Info Section:**
 - Address 1 *: 8400 Corporate Drive
 - Address 2:
 - City *: New Carrollton
 - State *: Maryland
 - Zip *: 20785
 - Email *: dfox@csc.com
 - Alternate Email:
 - Phone *: (301) 429-5081
 - Phone Ext:
 - Alternate Phone:
 - Alternate Phone Ext:
 - Fax:
- Navigation Buttons:** Review & Submit, Refresh, Main Menu.

Figure 34. Edit User Information Page



Very Important!

For now, any time that you edit/update your User Profile EPA requests that you print a copy of the Review and Submit screen and have your RCO sign it to indicate his/her concurrence. This signed copy **MUST** be mailed to EPA before the changes will be approved. The next release of the software will include functions to assist with this process.

4.2.2 Edit Company Affiliation

Each Company tab lists the Name and Company/Entity ID of one company you are affiliated. It also displays the roles assigned to you on behalf of that company. You may edit these role associations via the use of the checkboxes provided. If you select Submitter or Company Editor, you must have a signed Digital Signature Agreement on file with EPA/CDX. The system will present you with an Agreement and prompt you to print it out, fill it out, sign it, and mail it in.

User Info		CSC	RuoweiCom2	New Association
Company Information				
Company / Entity Id	3005			
Company / Entity Name	CSC			
Roles				
<input checked="" type="checkbox"/> Submitter	<input checked="" type="checkbox"/> Company Editor	<input type="checkbox"/> Company Viewer	<input checked="" type="checkbox"/> Nominator	
Facilities Information				
Facility ID Facility Name				

Figure 35. Update User Company/Roles Tab

4.2.3 New Association

The Update User New Association tab allows a user to request that a new Company association be established for him/her. It works the same as the Company Search tab in the New User page. The user enters information about the company they wish to associate with and clicks Search. A list of companies that match that information is displayed, and the user selects one from that list.

There is no way to request an association to a new Company from this screen. An existing user must first perform a New Company submission and wait for EPA to approve the Company before being able to associate themselves to that Company. See Figure 36 for the New Association tab.



Company Search

Company Id

Name

Address

City

State

ZIP

Figure 36. Update User New Association tab

4.3 New Company

Every user has the ability to submit a new Company for approval/registration to EPA. The New Company submission process works very similarly to the process for defining/submitting a new Company as part of the New User Registration process.



Very Important!

For now, any time that you submit a new Company request EPA requests that you print a copy of the Review and Submit screen and have that Company's RCO sign it to indicate his/her concurrence. This signed copy **MUST** be mailed to EPA before the changes will be approved. The next release of the software will include functions to assist with this process.

4.3.1 Company Details

Company Details	Associated Facilities												
Company / Entity Name Name * <input type="text"/> Valid From (Start Date MM/DD/YYYY) * <input type="text" value="12/22/2008"/> <input type="button" value="Calendar"/> Valid To (End Date MM/DD/YYYY) <input type="text"/> <input type="button" value="Calendar"/>													
Company / Entity Location Address 1 * <input type="text"/> Address 2 <input type="text"/> City * <input type="text"/> State * <input type="text" value="Select"/> <input type="button" value="v"/> Zip * <input type="text"/>													
Responsible Corporate Officer (RCO) Info RCO Name * <input type="text"/> RCO Title * <input type="text"/> RCO Email * <input type="text"/> RCO Phone * <input type="text"/> Ext <input type="text"/> RCO Fax * <input type="text"/>													
Program Type (Select all that apply) <input type="checkbox"/> Gasoline <input type="checkbox"/> Diesel <input type="checkbox"/> Renewable Fuel Standard													
Business Activities (Select all that apply) <table border="0"> <tr> <td><input type="checkbox"/> Refiner</td> <td><input checked="" type="checkbox"/> Biodiesel Producer</td> <td><input type="checkbox"/> Oxygenate Blender</td> </tr> <tr> <td><input type="checkbox"/> RIN Generator</td> <td><input type="checkbox"/> Pipeline/Pass-Through Terminal</td> <td><input type="checkbox"/> Truck Loading Terminal</td> </tr> <tr> <td><input type="checkbox"/> Importer</td> <td><input type="checkbox"/> Transmix</td> <td><input type="checkbox"/> Independent Lab</td> </tr> <tr> <td><input type="checkbox"/> RIN Owner</td> <td><input type="checkbox"/> Mobile Facility</td> <td><input type="checkbox"/> Renewable Diesel</td> </tr> </table>		<input type="checkbox"/> Refiner	<input checked="" type="checkbox"/> Biodiesel Producer	<input type="checkbox"/> Oxygenate Blender	<input type="checkbox"/> RIN Generator	<input type="checkbox"/> Pipeline/Pass-Through Terminal	<input type="checkbox"/> Truck Loading Terminal	<input type="checkbox"/> Importer	<input type="checkbox"/> Transmix	<input type="checkbox"/> Independent Lab	<input type="checkbox"/> RIN Owner	<input type="checkbox"/> Mobile Facility	<input type="checkbox"/> Renewable Diesel
<input type="checkbox"/> Refiner	<input checked="" type="checkbox"/> Biodiesel Producer	<input type="checkbox"/> Oxygenate Blender											
<input type="checkbox"/> RIN Generator	<input type="checkbox"/> Pipeline/Pass-Through Terminal	<input type="checkbox"/> Truck Loading Terminal											
<input type="checkbox"/> Importer	<input type="checkbox"/> Transmix	<input type="checkbox"/> Independent Lab											
<input type="checkbox"/> RIN Owner	<input type="checkbox"/> Mobile Facility	<input type="checkbox"/> Renewable Diesel											

Figure 37. Existing User New Company Details Page

Required data is indicated with a red asterisk. One or more Program Type selections are required, as is one or more Business Activity selections.

You may define one or more new Facilities to associate with the New Company at the time you submit the New Company. You may also associate the new Company with one or more existing Facilities. Neither of these is required; you may define and submit a new Company with no Facility information. If the Company is approved by EPA, it is possible to create or associate Facilities with it via the use of the Edit Company function.



Very Important!

The correct way to define and associate one or more new facilities is to fill out the data entry area, then click 'Add Facility to List'. You must perform this step or your facility data will not be transmitted to EPA for approval.

4.3.2 New Company Facilities

Company Details **Associated Facilities**

Associated Facilities **Facility Search**

Associated Facilities

Enter New Facility

Facility Details

☒ Gas/Ethanol Facility ☐ Diesel/Biodiesel Facility

Facility Information

Facility Activities * ☐ Refiner ☐ Importer ☐ Oxygenate Blender ☐ RIN Generator

Facility Name *

Valid From (Start Date MM/DD/YYYY) * **Calendar**

Valid To (End Date MM/DD/YYYY) **Calendar**

Facility Address One *

Facility Address Two

Facility City *

Facility State * **▼**

Facility Zip *

Facility County

Facility Country

Facility PADD * **▼**

Facility Information

Contact Name *

Contact Title *

Contact Email *

Contact Phone * Contact Phone Ext

Contact Fax *

Record Storage Information

Records for this Facility are Stored ☐ On Site ☐ Off Site

Add Facility to List

Figure 38. Existing User New Facility Creation Page

The screenshot shows a web application interface for entering facility data. It features a tabbed menu at the top with 'Company Details' and 'Associated Facilities'. The 'Associated Facilities' tab is selected, and within it, the 'Facility Search' sub-tab is active. The main area is titled 'Enter Facility Data' and contains several input fields: 'Facility ID', 'Name', 'Facility Type' (a dropdown menu showing 'All'), 'Business Activities' (a list box with 'All', 'Biodiesel Producer', 'Importer', and 'Independent Lab'), 'Address', 'City', 'State' (a dropdown menu showing 'Select'), 'ZIP', and 'Company Id'. At the bottom of the form are two buttons: 'Search' and 'Refresh'.

Figure 39. New Company Associate with Existing Facility

4.4 View Company

View Company is provided so that a User may be allowed to look up and discover information about one or more Companies that they are associated with but not be able to edit or change that information. Typically a user will not be granted View Company and Edit Company for the same Company, as there would be no advantage to having both a read-only and a read-write view of the same information. However, selecting both will not cause a problem.

The View Company screen looks exactly like the Review and Submit screen on the Edit Company function, and will not be reproduced here.

4.5 Edit Company

This is the function provided to edit the information that OTAQ maintains on every company. Not every user will have a role to edit Company information for any or all of the Companies they are associated with. Therefore, the “Edit <Company>” menu choice as shown in Figure 33 above may or may not be available on your particular OTAQ Registration home page.

The Edit Company Details page is shown in Figure 40 below. Every required field is marked with a red asterisk, and should already be filled in. Note that the Company ID field is NOT editable. Make the necessary changes and press ‘Review and Submit’. If no errors are found, your edits will be reflected in the read-only page that is presented. If there are errors, there will be red error messages at the top of the edit page. Those messages are hyperlinked to the data causing the error (you can click on an error message and be taken to the ‘offending’ data directly). If there are no errors, you will be presented with a read-only page of data that reflects the changes you wish to make. Click ‘Submit’ for your changes to be transmitted to EPA for review and approval.

The Edit Company page also has an Associated Facilities tab (See Figure 41 below). This is where you may review the data concerning each Facility that is associated with your Company. At the top there is a list of the associated Facilities. Clicking the 'Show' link next to one will display the information about that Facility below the list. Clicking the 'Delete' link will delete the association between your Company and that Facility – not the Facility record itself. At this time, there is no way for the Facility data itself to be edited, since Facilities may be shared between two or more Companies.

Again, press 'Review and Submit' if you have made any new associations or deleted any existing ones. Your changes will be reflected in the read-only page that is presented. Click 'Submit' for your changes to be transmitted to EPA for review and approval.

Company Details	Associated Facilities
Company / Entity Name	
Name *	CSC
Company ID	3005
Valid From (Start Date MM/DD/YYYY) *	11/24/2008 <input type="button" value="Calendar"/>
Valid To (End Date MM/DD/YYYY)	<input type="button" value="Calendar"/>
Company / Entity Location	
Address 1 *	address one
Address 2	address two
City *	city
State *	Kansas
Zip *	45678
Responsible Corporate Officer (RCO) Info	
RCO Name *	Mike Heese
RCO Title *	title
RCO Email *	epafuelsprogram@epa.gov
RCO Phone *	301 459 6506
RCO Fax *	1234567890
Program Type (Select all that apply)	
<input checked="" type="checkbox"/> Gasoline	<input checked="" type="checkbox"/> Diesel
<input checked="" type="checkbox"/> Renewable Fuel Standard	
Business Activities (Select all that apply)	
<input checked="" type="checkbox"/> Refiner	<input checked="" type="checkbox"/> Biodiesel Producer
<input checked="" type="checkbox"/> RIN Generator	<input checked="" type="checkbox"/> Pipeline/Pass-Through Terminal
<input checked="" type="checkbox"/> Importer	<input checked="" type="checkbox"/> Transmix
<input checked="" type="checkbox"/> RIN Owner	<input checked="" type="checkbox"/> Mobile Facility
<input checked="" type="checkbox"/> Oxygenate Blender	
<input checked="" type="checkbox"/> Truck Loading Terminal	
<input checked="" type="checkbox"/> Independent Lab	
<input checked="" type="checkbox"/> Renewable Diesel	

Figure 40. Edit Company - Details Tab

Company Details		Associated Facilities	
Associated Facilities		Facility Search	
Associated Facilities			
RuoweiFac2	80008	greenbelt, MD	Show Delete
CSC Facility Test one	80009	New Carrollton, MD	Show Delete
<div style="text-align: center;"> <input type="button" value="Enter New Facility"/> </div>			
Facility Details			
<input type="radio"/> Gas/Ethanol Facility <input checked="" type="radio"/> Diesel/Biodiesel Facility			
Facility Information			
Facility ID *	<input type="text" value="80008"/>		
Facility Type *	<input checked="" type="radio"/> Single Facility <input type="radio"/> Aggregate Facility		
	<input type="checkbox"/> Refiner <input type="checkbox"/> Mobile Facility <input type="checkbox"/> Biodiesel Producer	<input type="checkbox"/> Importer <input type="checkbox"/> Transmix <input checked="" type="checkbox"/> Renewable Diesel	<input checked="" type="checkbox"/> Pipeline/Pass-Through Terminal <input checked="" type="checkbox"/> Truck Loading Terminal <input type="checkbox"/> Other <input type="text"/>
Facility Name *	<input type="text" value="RuoweiFac2"/>		
Valid From (Start Date MM/DD/YYYY) *	<input type="text" value="11/24/2008"/>		
Valid To (End Date MM/DD/YYYY)	<input type="text"/>		
Facility Address One *	<input type="text" value="1000 greenbelt rd"/>		
Facility Address Two	<input type="text"/>		
Facility City *	<input type="text" value="greenbelt"/>		
Facility State *	<input type="text" value="Maryland"/>		
Facility Zip *	<input type="text" value="20770"/>		
Facility County	<input type="text"/>		
Facility Country	<input type="text"/>		
Facility PADD *	<input type="text" value="4"/>		
Description of Aggregated Distribution System	<input type="text" value="blah"/>		
Facility Information			
Contact Name *	<input type="text" value="Ruowei Wu"/>		
Contact Title *	<input type="text" value="VP"/>		
Contact Email *	<input type="text" value="wu3@csc.com"/>		
Contact Phone *	<input type="text" value="301-429-4821"/>	Contact Phone Ext	<input type="text"/>
Contact Fax *	<input type="text" value="301-429-4821"/>		
Record Storage Information			
Records for this Facility are Stored <input type="checkbox"/> On Site <input type="checkbox"/> Off Site			

Figure 41. Edit Company – Create/Display Facility Tab

The screenshot shows a web application interface for associating a company with an existing facility. The interface has a top navigation bar with 'Company Details' and 'Associated Facilities' tabs. Below this, there are sub-tabs for 'Associated Facilities' and 'Facility Search'. The 'Facility Search' tab is active, displaying the 'Enter Facility Data' form. The form includes the following fields: Facility ID (text input), Name (text input), Facility Type (dropdown menu with 'All' selected), Business Activities (dropdown menu with 'All', 'Biodiesel Producer', 'Importer', and 'Independent Lab' options), Address (text input), City (text input), State (dropdown menu with 'Select' selected), ZIP (text input), and Company Id (text input). At the bottom of the form are two buttons: 'Search' and 'Refresh'.

Figure 42. Edit Company - Associate with Existing Facility tab

You may also search for an existing Facility record to associate with your Company via the Facility Search tab. OTAQ recommends that you try this first, as there are over 6000 Facilities already listed in the system. It is likely that the one you need is already in the system, and re-using an existing Facility definition will save time and increase the accuracy of the data in the Fuels Registration database by possibly avoiding establishing two records for the same Facility. Please see Section 3.3, “Facility Information” above for more detail as to how to use this function.

4.6 Nominate User

Users may nominate another person to be a user of the OTAQ Registration system. This is very similar to the New User function, except that you are entering data on behalf of someone other than yourself. In addition, the Registration system will only allow you to Nominate on behalf of a Company that has given you permission for this role. That is to say, when you Nominate a new user they will automatically receive the Company ID of one given Company and you will not have any opportunity to change that.

Not every user will have a role “Nominate on behalf of <Company>” for any or all of the Companies they are associated with. Therefore, the “Nominate” menu choice as shown in Figure 33 above may or may not be available on your particular OTAQ Registration home page.

Figure 43 shows the Nominate User page. The information is the same as for the New User function. Required information is designated with a red asterisk. The calendar widget is available as a shortcut for entering dates into the Valid From and Valid To fields.

Enter Nominated User Information

EPA Assigned Company / Entity ID *

First Name *

Last Name *

Position or Job Title *

Valid From Date (MM/DD/YYYY) * [Calendar](#)

Valid To Date (MM/DD/YYYY) [Calendar](#)

Address 1 *

Address 2

City *

State *

Zip *

Email *

Phone *

Alternate Phone

Roles

☐ Submitter ☐ Company Editor ☐ Company Viewer ☐ Nominator

[Delete Nomination](#)

[Add New Nomination](#)

[Review & Submit](#) [Refresh](#) [Main Menu](#)

Figure 43. Nominate User

Note that since each of the Roles listed is optional (a given user may or may not possess each or any of them) it is possible to submit a Nomination without any Roles chosen at all, and this will pass the system's error-checking function. Please remember to select one or more Roles for the Nominated person; otherwise, the person will possibly be approved and registered for the OTAQ Fuels Registration system, but will not be able to actually do anything when they log in!

As with all data entry pages in the OTAQ Fuels Registration system, press 'Review and Submit' when you are finished entering data. If there are errors, there will be red error messages at the top of the Nominate User page. Those messages are hyperlinked to the data causing the error (you can click on an error message and be taken to the 'offending' data directly). If there are no errors, you will be presented with a read-only page of data that reflects the Nomination you wish to make. Click 'Submit' for your Nomination to be transmitted to EPA for review and approval.

4.6.1 If You Have Been Nominated

If you have been Nominated by another user to become an OTAQ Registration user, you will first establish a user account with CDX just the same as if you were entering the system for the first time. The first difference is that you will have received an email from the OTAQ Fuels Registration system directing you to do so, with a document attached showing the data the Nominator had entered concerning you. The second difference will be that you will have an OTAQ Fuels Registration Home Page that is already populated with the roles that the Nominator selected for you, and you will not have to go through the New User process. Note: the OTAQ Fuels Registration system uses your email address as the identifier to discover whether you are a Nominee or a New User. This means it is very important to enter it correctly!

Appendix A. Terms and Definitions

Company Editor:

An individual delegated by the Responsible Corporate Officer who can edit the company's registration information and provide the Responsible Corporate Officer with the forms to sign and mail in. Not delegating a user to do this will mean that only the responsible corporate officer can edit the company's information.

Company Viewer:

User with this role can only view the company's registration information. It is suggested all users have this role.

Nominator:

An individual delegated by the Responsible Corporate Officer who can nominate other users for the system and provide the Responsible Corporate Officer with the forms to sign and mail in. Not delegating a user to do this will mean that only the responsible corporate officer can nominate users to use this system.

Submitter:

An individual that can submit reports on a company's behalf. This is a longer registration process and the user must further register with EPA to receive a digital signature. This role will allow the user to submit information electronically. If the user is not a Responsible Corporate Officer, the Responsible Corporate Officer must delegate them and accept responsibility for the user's reports as instructed.

Valid From:

Date the user may begin using the system.

Valid To:

Date the user's access to the system is no longer valid.

Responsible Corporate Officers, Business Owners and Delegated Individuals:

The various fuels reporting programs implemented by the Office of Transportation and Air Quality (OTAQ) contain regulatory language requiring that reports submitted to EPA be signed and certified by a responsible corporate officer (RCO) or owner.

The Fuels Reporting Program, implemented using EPA's Central Data Exchange (CDX), provides an electronic reporting method that is secure and completely paperless. An RCO or owner establishes a personal CDX account and applies for and obtains a digital certificate. The digital certificate enables the RCO or owner to electronically sign and certify reports submitted to EPA. Alternately, EPA will accept reports that are signed by someone to whom the responsibility is delegated by an RCO or owner. One or more individuals, who are employees of the company, and who are familiar with the information being submitted, may be named by an RCO or owner, if the delegations are made in writing, on company letterhead. The letter must be signed by an RCO or owner and must include a statement acknowledging that, the RCO or owner and their delegate(s), are responsible for report information submitted. The

following information must be provided for each person to whom reporting authority is delegated:

Each person to whom reporting authority is delegated by an RCO or owner will be required to set up a personal CDX account, apply for, and obtain a digital certificate, enabling them to electronically sign and certify reports submitted to EPA.

Responsible Corporate Officers may also delegate reporting to a third party non-employee, for example, a consultant who prepares reports or the company lawyer. In order to do so the RCO must follow the instructions on the CDX Information page.

Programs (Select all that apply)

Title 40 CFR Part 80 Registration is based on programs you must report to comply with. For example, if you are from a company that only blends renewable fuel into gasoline and is going to take ownership of Renewable Identification Numbers, you only need to select RFS. However, if you were a blender of gasoline blendstocks you would need to also select gasoline and comply with the gasoline programs.

Gasoline (Registration for compliance with Subparts D, E, G, H, J, and L).

Diesel (Registration for compliance with Subpart I, please note all Biodiesel producers must comply with part I).

Renewable Fuel Standard (Registration for compliance with Subpart K).

Business Activities (Select all that apply)

Refiner (All programs; Refiner of petroleum products, see 80.2).

Biodiesel Producer (Subparts I and K only; Producer of Biodiesel, see 80.1101(h)).

Oxygenate Blender (Subpart D only).

RIN Generator (Subpart K only, must be selected by all who import or produce renewable fuel as defined by Subpart K).

Pipeline/Pass-Through Terminal (Subpart I only).

Truck Loading Terminal (Subpart I only).

Importer (All programs; Importer of petroleum products, see 80.2).

Transmix (Subpart I only).

Independent Lab (Gasoline Programs only).

RIN Owner (Subpart K only, must be selected by all who register under subpart K)

Mobile Facility (Subpart I only).

Renewable Diesel (Subparts I and K only, see 80.1101(i)).